

**PENTAGON RENOVATION PROGRAM (PENREN)  
EXECUTIVE CORRESPONDENCE POLICY  
OPR: Administrative Management Support Group**

**PMP No. 01-01  
21 NOV 2008**

**1.0 REFERENCE.** Department of Defense (DoD), Director of Administration and Management, Manual for Written Material, dated March 1996.

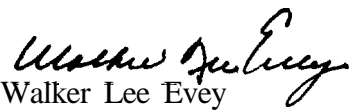
**2.0 APPLICABILITY.** This policy is applicable to all DoD employees assigned within the PENREN, other Government Agencies, and contractors sponsored by PENREN.

**3.0 POLICY.** This policy establishes the guidelines for all incoming and outgoing executive correspondence requiring approval and signature(s) from the Program Manager (PM) and/or the Deputy Program Manager (DPM).

**4.0 RESPONSIBILITIES.** Group Leaders, Integrated Product Team (IPT) Leaders, and Action Officers (AO) will ensure that all incoming and outgoing executive correspondence complies with the aforementioned reference and PENREN procedures for processing incoming and outgoing correspondence.

**5.0 PROCEDURES.** The Executive Correspondence Procedures are found at Enclosure 1.

**6.0 EFFECTIVE DATE.** This policy is effective immediately.

  
Walker Lee Evey  
Program Manager

Enclosure  
As stated

**PENTAGON RENOVATION PROGRAM  
(PENREN)  
EXECUTIVE CORRESPONDENCE PROCEDURES**

1. This procedure establishes general guidelines and proper executive correspondence routing and processing.
2. General Guidelines,
  - A. Correspondence addressed to the Program Manager (PM) or Deputy Program Manager (DPM) generally comes from four sources: United States Postal System (USPS) mail, facsimiles, distribution from the Office of the Secretary of Defense (OSD) Mailroom, and self-generated from within the PENREN.
  - B. There are four basic categories of correspondence the PM/DPM receives: for approval and signature; action memorandums and/or letters (i.e., suspense items from outside PENREN, Congressionals, Inspector General [IG] inquiries, etc.); informational memorandums and/or letters; and invitations to events.
  - C. The PM will sign correspondence for the following: White House and Congressional correspondence; Secretaries, Chiefs, and Administrative Assistants (AA) of the Military Services, or Defense Agencies; PENREN Policy and Directives and; all budgeted related documents over one million dollars (\$1 M).
  - D. The DPM will sign correspondence for the following: AAs of the Military Services; Congressional Staff; members of the public who request general information, renovation-related memorabilia, etc.; PENREN policies and official documentation to tenants and Agencies outside of Department of Defense (DOD) budget related documents over \$1 00,000.00 (one hundred thousand dollars) but less than \$1 ,000,000.00 (one million dollars).
3. Routing of Executive Correspondence.
  - A. Routing of executive correspondence will be received and logged through the Administrative Management Support Group by the Correspondence point of contact (POC).
  - B. All executive correspondence is then routed to the Executive Secretary, who will review the document for correct format, typographical errors, etc. and then hand carry to the PM and/or the DPM. Process flow charts for both executive correspondence and Congressionals are found at attachment 1.

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4. Formats.

A. For decision memorandum formats, please refer to PENREN Policy, PMP No. 98-06. In addition, please refer to attachment 2 for the "How to's" guide for submitting documents to the PM and/or DPM.

B. For all other correspondence formats, please refer to Department of Defense (DoD), Director of Administration and Management, Manual for Written Material, dated March 1996.

Attachments:

1. Flow Charts
2. "How to's" Guide

Enclosure I

# INCOMING CORRESPONDENCE FLOW CHART

For all USPS, FEDEX, UPS, and other distribution

Incoming Correspondence is routed through Administrative Management Support Group to the Correspondence POC located in Room B-102.



## CORRESPONDENCE POC

Inputs basic data into PENREN Correspondence Log;  
Titles the document;  
Scans into LIVELINK and retains the original(s);  
Takes copies of documents with the cover sheet to the EXECUTIVE SECRETARY.



## EXECUTIVE SECRETARY

Gives to the Program Manager and/or Deputy Program Manager.



## PROGRAM MANAGER/DEPUTY PROGRAM MANAGER

Assigns Action Officer (AO), Suspense Date,  
Returns document(s) to EXECUTIVE SECRETARY.



## EXECUTIVE SECRETARY

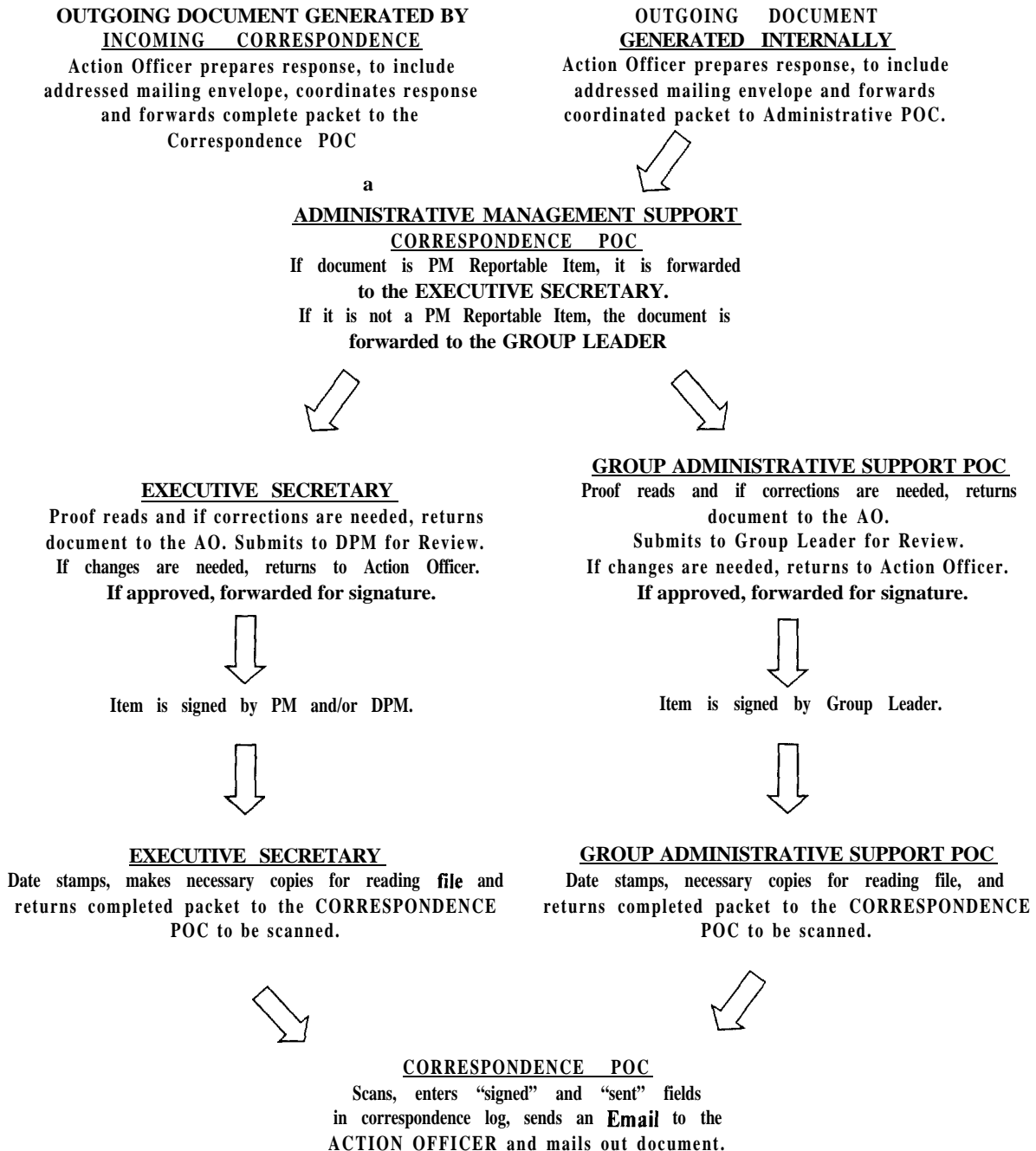
Returns to document and coversheet to the CORRESPONDENCE POC.



## CORRESPONDENCE POC

Inputs information provided by the PM;  
Sends out electronic mail with attachment to assigned AO; with "CC" to IPT and Group Leader(s).

# OUTGOING CORRESPONDENCE FLOW CHART



# CONGRESSIONAL CORRESPONDENCE Flow Chart

**SECRETARY OF DEFENSE,**  
**DEPUTY SECRETARY OF DEFENSE, or**  
**ASD (Legal Affairs)**

Receives correspondence from Congress  
and forwards to PENREN for action.



**PENREN**

Upon receipt of Congressional Correspondence,  
it is immediately forwarded to the  
**ADMINISTRATIVE MANAGEMENT  
SUPPORT GROUP/CORRESPONDENCE  
POC** in room B-102.



**CORRESPONDENCE POC**

Stamp the receiving date on Congressional.  
Assign a correspondence control log number.  
Prepare a cover sheet with a brief description  
of the complaint and record the Secretary of  
Defense Suspense date and the OSD Control  
Number. Scan document. A copy is sent to  
the **EXECUTIVE SECRETARY** and the  
Original is filed



**EXECUTIVE SECRETARY**

Gives to the Program Manager.



**PROGRAM MANAGER/  
DEPUTY PROGRAM MANAGER**

Assigns Action Officer (AO), Suspense Date,  
and designates PM Reportable Item Returns  
document(s) to **EXECUTIVE SECRETARY**.

**EXECUTIVE SECRETARY**  
Returns document and coversheet to the  
**ADMINISTRATIVE MANAGEMENT  
SUPPORT/CORRESPONDENCE POC**.



**CORRESPONDENCE POC**

The assigned AO and PENREN suspense date is  
entered into the Correspondence database. A  
notification entail is generated from the  
correspondence control log number for that  
Congressional and is sent to the action officer and  
the group leader. The original cover sheet and any  
notes that are attached from the Program  
Manager are retained in the correspondence  
division. A copy of the cover sheet, notes and tile  
are hand carried to the AO.

**NOTE:**

The AO must:

- Provide a draft to the PENREN Program  
Manager in 48 clock hours;
- \* Prepare an envelope for mailing;
- \* Coordinate the Congressional with the Assistant  
Secretary of Defense Legislative Affairs Office;  
COL Richard Stark is the representative for  
ASD(LA) office, Phone # 703-695-4131.
- \* Coordinate with the principals at the Under  
Secretary level;
- \* Coordinate with the DoD General Counsel;
- \* Coordinate with the ASD(LA).



**PROGRAM MANAGER/  
DEPUTY PROGRAM MANAGER**

Approves and signs the document and  
returns document(s) to Executive Secretary.



**OUTGOING DOCUMENT  
GENERATED BY**

**CONGRESSIONAL CORRESPONDENCE**  
AO generates and coordinates response to  
Congressional correspondence with ASD  
(LA) Office. Document is approved by  
ASD (LA) Office and signed as directed by  
OSD, CCD instructions.



**CORRESPONDENCE POC**

The entire signed package is scanned and logged  
into the Correspondence Log. A copy of the  
signed response is attached to the original and  
filed with all historical correspondence/  
documents. A copy of the signed letter and the  
Secretary of Defense Correspondence Routing  
Slip is faxed to ASD (LA), Attn: COL Stark. The  
correspondence response is promptly mailed



## **EXECUTIVE CORRESPONDENCE “HOW TO” GUIDE**

### **What a complete executive correspondence package should look like**

1. For approval and signature; action memorandums and/or letters (i.e., suspense items from outside PENREN, Congressionals, Inspector General [IG] inquiries, etc.) all documents will be placed in a red folder, with the history of the document on the left-hand side of the folder and the document to be signed on the right-hand side.
  - A. On the left side of the folder, the history of the document and tabbed as necessary, should contain the following: background information and research as necessary (i.e., a copy of or excerpt of regulations or specific documents which are cited); copies of all coordination documentation and; a Staff Summary Sheet which summarizes the action and clearly describes any significant issues. (See G:\PENREN Templates\ Staff Summary Sheet).
  - B. On the right-hand side of the folder, place the document to be signed, with the appropriate “sign here” tabs. The font should be Times New Roman, 12 size font. If necessary, a brief decision document should be included on the right-hand side of the folder. If the document requires letterhead, it must be on the standard PENREN letterhead (See G:\PENREN Templates\ PENREN Letterhead new).
  - C. On the Correspondence Log Routing Sheet, the originator should fill in the electronic file location, i.e., where this document can be found/accessed/ changed on the share drive so that the document can be corrected without it having to go to the AO. If the signature is on a form, all signature locations must be clearly labeled. The POC and phone number should be included on the PENREN Routing Slip.
2. Informational Correspondence. Correspondence which requires the attention of the PM and/or DPM, but not a signature, is called an information item. These items are routed through the Administrative Management Support Group and logged in by the Correspondence POC, placed in a blue folder, and forwarded to the Executive Secretary, who will distributed them accordingly.
3. Invitations.
  - a. Invitations to events are routed through the Administrative Management Support Group and logged in by the Correspondence POC, placed in a yellow folder, and forwarded to the Executive Secretary, who will distribute them accordingly.

- b. The suspense date for response is annotated clearly, and that, if applicable, the Executive Secretary or a PENREN POC is clearly identified.
3. Upon notification from the DPM and/or PM, the Executive Secretary and/or POC will respond to the sender, if applicable, and the Executive Secretary will annotate the engagement on the PM and/or DPM's calendar, as appropriate.

### **HELPFUL HINTS**

#### **All documents for signature must:**

- Be in the appropriate colored coded folder. Folders should be arranged in an orderly fashion, providing clear and concise information. Unorganized or incomplete packets will be returned unsigned;
- Have a PENREN Correspondence Log Routing Sheet attached on the front of the folder indicating the subject, purpose, discussion and recommendation;
- The name and telephone number of the action officer or point of contact must be included;
- If the document requires a signature, references enclosures and/or attachments, copies of those items should be included inside on the left-hand side of the folder;
- There are three primary criteria that must be met for the PM and/or DPM to approve and sign documents are that they, of course, read, understand, and agree with it. If these three primary criteria are not met, the document will not be signed and will be returned to its originator for more information and/or work.
- Ensure you use spell check and it is always "smart" to have another set of "eyes" check your document prior to going "final" and sending them forward for approval and signature.
- All documents for PM/DPM signature should go through the Administrative Management Support Group to the Correspondence POC before going to the Executive Secretary.
- Do not place folders for signature on the PM's and/or DPM's desk, inbox, or chair, unless specifically asked to do so by the PM and/or DPM.
- Do not search for folders or documents that may be on the PM's and/or DPM's desk or inbox in their absences, see the Executive Secretary.